



Administrative Policies and Procedures: 4.2

Subject:	Job Performance Evaluations
Authority:	TCA 37-5-105; 37-5-106; DOHR Rule Chapter 1120-5, DOHR Policy 91-026 – Grievance Procedures, <u>Brian A. v. Sundquist</u>
Standards:	COA:PA-HR 6; ACA: 3-JTS-1C-18

Policy Statement:

The Performance Evaluation process shall be used to provide evaluation of an employee's performance in compliance with State requirements regarding job performance planning, interim work reviews and annual performance evaluation. All employees shall be required to participate in the Performance Evaluation process.

Purpose:

A performance evaluation process facilitates the provision for timely and accurate feedback on the performance of all employees in order to allow them the opportunity to improve areas related to performance or to further develop areas of outstanding performance. This process should also allow a supervisor and an employee to develop a comprehensive professional development plan.

Procedures:

A. Evaluation Cycle	<ol style="list-style-type: none">Timelines<ol style="list-style-type: none">All DCS employees must receive a documented Job Performance Plan (JPP) within 60 days of an employee's appointment, promotion, change of supervisor, or completion of the annual evaluation. The JPP and annual evaluation should be completed and updated based on the rules and regulation of the Tennessee Department of Human Resources (DOHR) and DCS Human Resources procedures.It is the responsibility of the employee's supervisor to develop and conduct the (JPP).Supervisors must update the JPP when job responsibilities are added during the evaluation cycle prior to assigning the new job responsibilities. The employee will not be evaluated on the added responsibilities for a minimum of ninety (90) days.An interim work review must be conducted at least ninety (90) days prior to the probationary and/or annual evaluation due date to allow a reasonable amount of time for the employee to correct any deficiencies in his/her job performance prior to the formal evaluation.Every DCS employee must be evaluated at least annually.
----------------------------	---

B. Web-based Training	<p>All supervisors must complete the mandatory Web-Based training on Performance Evaluations (as required by the TN Department of Human Resources) prior to participating in the performance evaluation process. New supervisors must complete the training within ninety (90) days of becoming a supervisor.</p>
C. Case Management Promotions	<p>Pursuant to the <u>Brian A. Settlement Agreement</u>:</p> <p>All employees within the case management series must have a current documented performance evaluation on file reflecting that the employee has developed all necessary competencies and performs all responsibilities satisfactorily (overall job performance rating 3) in order to be considered for a promotion to the next classification in the case management series.</p>
D. Administrative Review of a Performance Evaluation	<ol style="list-style-type: none"> 1. Pursuant to Tennessee Department of Human Resources <i>Rule 1120-5-.09</i>, any regular or permanent employee must be given the opportunity to grieve any final performance evaluation when Department of Human Resources procedures have been violated to the extent that the evaluation is unfair or inaccurate. Such grievance shall be filed in accordance with the Rules but the final step will be limited to Step IV, the Appointing Authority or the Level IV Grievance Officer. <ol style="list-style-type: none"> a) A written request must be forwarded to <u>Level IV Grievance Officer</u> within fifteen (15) working days of the date of the formal annual evaluation to the address listed below: <p style="text-align: center;">Department of Children's Services Administrative Services Division 1268 Foster Avenue, Nix #1 Nashville, TN 37243</p> b) Requests for review must contain specific allegations of procedural violations. c) If a determination is made that the final rating was affected by significant procedural violations, the evaluation must be declared void and removed from the employee's official personnel record. d) A written response to the employee and his/her supervisor must indicate the corrective action to be taken, if appropriate. 2. Personnel Review <p>Pursuant to TN Department of Human Resources <i>Rule 1120-5-.09</i>, the employee may request an additional review by the Commissioner of the TN Department of Human Resources.</p> <ol style="list-style-type: none"> a) This request must be submitted in writing to the Department of Human Resources within ten (10) working days of receipt of the department's response.

	<p>b) Additional information, as well as information sent to this department, must be supplied with the request.</p> <p>3. The decision of the Commissioner of Department of Human Resources (DOHR) is final.</p>
--	---

Forms:	<p>PR-0134, Job Performance Plan</p> <p>PR-0158, Probationary Evaluation</p> <p>PR-0157, Flex Evaluation</p> <p>PR-0123, System 2A Evaluation Form</p> <p>PR-0197, System 2C Security Staff Evaluation</p> <p>PR-0208, System 2D General Work Force</p> <p>PR-0207, System 2E Evaluation Support Staff</p> <p>(Note: All forms with “PR” designation can be accessed from the TN Department of Human Resources website at http://www.tennessee.gov/personnel/resources/pe/P_Eval.htm)</p>
---------------	--

Collateral documents:	<p><u>Department of Human Resources – State Employee Resources</u></p>
------------------------------	--